TRAIN Florida Report Request Form Instructions

TRAIN Florida
Prepared. On Track. Online.
Florida Department of Health's Official Learning Management System

It's a New Day in Public Health

Please review the instructions before completing this form.

Step 1
Request Priority: (Use the Request Priority dropdown menu, and select the request priority level.

Step 2
Use the data picker 🔲 to enter the Request and Due dates.

Step 3
Enter the requestor's information in the Requested By section. Please use spell case.

> Step 3a
> Enter the requestor's First Name.
>
> Step 3b
> Enter the requestor's Last Name.
>
> Step 3c
> Enter the requestor's Area Code and Telephone number and extension, if applicable.
>
> Step 3d
> Enter the requestor's E-mail Address.
>
> Step 3e
> Select the requestor's TRAIN Florida Organization, from the dropdown menu.
>
> Step 3f
> Enter the requestor's TRAIN Florida Department.
> To locate the requestor's Department, click on the Department link next to the field, the TRAIN Florida Group structure will open in a new window this will open. Locate and copy the correct Department name in the form.

Step 4
Select the type of report request. If the report type is not listed, you may use the TRAIN Florida Ad-hoc report or enter the report type in the "Additional Comments" box.

Step 5
Use the drop down box and select the report format.

Step 6
Select the report format

Step 7
Use the drop down box to select a TRAIN Florida Ad-hoc report. Use the **TRAIN Florida Ad-hoc Report** link to view a brief description of the report.

Step 8
Report Description (What would you like in your report?)**:**

> Step 8a
> Use the data picker 🔲 to enter the From and To dates

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Step 8b
Enter the location you to report on. The **Division/Office/CHD** is linked to the TRAIN Florida group structure. Please locate you group and paste the group name into the field.

Step 8c
Employee or Non-FTE Name: (If requesting a Transcript Report – Enter up to 5)
If you are requesting a report or transcript for a single learner, please enter the First Name, Last Name and User ID:

Step 8d
Title of Course(s) – Enter up to 20
If you are requesting a course report, please be sure to indicate which DOH LMS you want data from. (See step 5)
You may select up to 20 courses. Click on the "TRAK-It Course List" to view a list of TRAK-It courses. You may enter the course name or course code.

Step 8e
Reasons for Report (why do you need the report?)**:**
Use the drop down box to select a reason for the report request. The data will help the Department to better serve our reporting needs.

Step 8f
Additional Comments:
Please sue the Additional Comments field to help define your report request.

Step 9
How to submit your request:

After you have verified the information on your request from, click the Submit button.
Your e-mail window will open and attach the form.
Click the Send button to forward your TRAIN Florida Report Request form to the Office of Performance and Quality Improvement**.**

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead contact these offices by phone or in writing.

If you have a question, contact the **Office of Performance and Quality Improvement** at (850) 245-4008.